



Comprehensive Anti-Gang Initiative (CAGI) Request for Proposals (RFP)

Through collaboration between the United States Attorney's Office, City of Indianapolis / Marion County, and the Indiana Criminal Justice Institute, a Steering Committee and three subcommittees were formed to plan and execute activities in line with the Attorney General's Comprehensive Anti-Gang Initiative. Committees focusing on prevention, enforcement, and re-entry have met extensively to create a complete synopsis of grant activities, which amount to a proactive three-prong approach to diminish gang activity in Indianapolis.

Applicants for this grant funding will be expected to implement a targeted and proven re-entry strategy aimed toward formerly incarcerated individuals ages 19-29 with ties to gangs who are returning to targeted zip codes within Marion County from a Indiana state facility. Applicants will not be making referrals, but instead will accept offenders referred by the Re-Entry Management Team, including the Marion County Superior Court, Probation, and Parole.

Re-entry: \$ 500,000.00 will support a collaborative effort of re-entry services over a three-year period that focuses on assisting qualified offenders successfully reintegrate into the community. The Re-Entry Subcommittee intends to reduce the number of defendants who fail to successfully reintegrate into the community after their release from the Indiana Department of Corrections. The Re-Entry Subcommittee will work collaboratively with other components of the grant to leverage resources towards a development of a safer Indianapolis that gangs can no longer flourish within. The boundaries for this grant are based on Indianapolis zip codes, 46201, 46208, 46218, 46222, and 46224. To help address the risk and realities faced by these offenders, the re-entry component will coordinate partnerships with faith-based and community organizations with criminal justice programs, law enforcement, and treatment service providers. Funding these partnerships will establish or enhance services that provide re-entry services in the community through a competitive sub-granting process.

All providers are required to deliver through a voucher system work-readiness training, career counseling, job placement and follow-up for at least six months after the offender's exit from incarceration. Providers also must provide other services that will aid offenders in their transition into the community, such as drug abuse counseling, mental health, domestic violence, housing, motivational interviewing, faith-based mentors, transitional housing, parenting, anger management and supportive services. Offenders are eligible for referral to the program within ninety (90) days of release from a state prison facility, and will be permitted to select their providers. All providers are required to provide programming that will demonstrate a track record of success premised on measureable outcomes. The successful bidder must agree to be trained on and use outcome determinative measures to monitor the grant's success. Also, the successful bidder must have the ability to house or facilitate the housing of the bi-weekly meetings of the offender with the Re-Entry Management Team.

Awarded funds may be approved for one year at a time. The amount requested may range from a minimum of \$5,000.00 up to a maximum amount of \$100,000.00. Awarded funds must be spent in the agreed manner and within the allotted time limits (one year from the date awarded unless otherwise specified). Eligible funding is restricted to programs/projects which exclusively serve Marion County, Indiana and focus on the reintegration of formerly incarcerated individuals into the Eastside and Westside target zones (Zip Code boundaries mentioned above). Applications that exceed (8) pages **refer to instructions on page 3** and/or do not follow the included instructions will not be considered. Please read the included information carefully.

The deadline for submission is Monday, July 14, 2008, 5 p.m. EDT. Faxed or late submissions will not be accepted. Potential bidders will be required to attend a mandatory orientation session conducted on Wednesday, June 25, 2008, 9:00 a.m. at IMPD North District Headquarters, 3120 E. 30th Street. Please send completed proposal plus 10 copies to:

Terrie Grantham
Indiana Criminal Justice Institute
101 W. Washington Street, Suite 1170 East Tower
Indianapolis, IN 46204
(317) 232-1230
tgrantham@cji.in.gov

Funding Request Cover Sheet
Requesting Organization Information

Applicant Agency:		
Authorized Official:	Title:	
Address:		
City, State:	Zip:	Email:
Phone:	Fax:	

Project Director:	Title:	
Agency:		
Address:		
City, State:	Zip:	Email:
Phone:	Fax:	
Project Director's Supervisor:		Title:
Phone:	Email:	

Financial/Fiscal Officer:	Title:	
Agency:		
Address:		
City, State:	Zip:	
Phone:	Email:	
Employer Identification Number (EIN):		

Is your organization an IRS 501(c) (3) not-for profit? _____ Yes _____ No

Faith based organization? _____ Yes _____ No

If no, is your organization a public agency/unit of government? _____ Yes _____ No

Number of persons to be served: _____ Geographic area served: _____

Project Period Begin Date: _____ Project Period End Date: _____

Project Title: _____

Total project budget request from CAGI: \$ _____

Total annual organization budget: \$ _____

Instructions

- All bidders must provide one original hard copy and five copies of their proposal. Electronic copies will *not* be accepted.
- The proposal must be written in Microsoft Word for Windows and submitted in hard copy.
- Proposals must be typed in 12-point font, single-spaced and on letter-size paper (8 ½ x 11).
- Pages must be numbered.
- Maximum of eight (8) pages (8 ½"x 11") to provide the information requested below, plus pages # 2, 5, 6, 7 and 8 of this packet are required. Title each section to correspond with the submission requirements below.

Submission Requirements

- I. **Organizational Information:** Provide a description of your organization along with a history of your current workforce development activities and services for formerly incarcerated individuals. (Please provide any statistical information and/or anecdotal success stories).
- II. **Program/Project Purpose:** Describe how you will use the awarded funds to serve ex-offenders referred to your program from the Re-Entry Management Team in the age groups 19-29.
- III. **Program/Project Implementation:** Define how you intend to implement the services/project including staffing, equipment, vouchers, and supply requirements outlined above. (Please include a resume of each employee engaged in the services, including the role of each and an overview of their previous experience with similar projects).
- IV. **Work Plan:** Describe the goals, objectives, timeline, and anticipated measureable outcomes of an ex-offender's successful re-entry into the community.
- V. **Evaluation Plan:** How will you evaluate whether the program/project has been successful? Please include performance measures.
- VI. **Collaborative Partners:** Do you have Collaborative partners in this program/project? If so, please attach a signed letter of commitment from them on their letterhead.
- VII. **Sustainability:** What is the future fiscal plan for this project/program?
- VIII. **Budget Information:** Complete the attached program/project budget worksheet and include a budget narrative, which explains each line item for which Comprehensive Anti-Gang Initiative funds are being requested. **DO NOT include the entire agency's total budget; include only that portion related to this program/project.**
- IX. **References:** Provide three professional reference (Each reference should include a contact person, the title of the contact person, the business name and address and a current telephone number.)
- X. **Price:** Including information indicating how the price was determined and proposed payment schedule.

Budget Worksheet and Narrative Instructions

Supplanting

The Office of Justice Programs describes supplanting as "...federal funds will not be used to replace state or local funds that would, in the absence of federal aid, be made available for law enforcement, criminal justice, victim compensation and assistance and drug enforcement." Award funds are to be used to increase the amount of funds that would, in the absence of federal funds, be budgeted by the Applicant Agency for criminal justice activities. An award recipient shall not use federal award funds to pay for programs that the recipient already is obligated to pay or has funded.

A. Personnel Costs – List each position by title only. Indicate the percentage of each position's work time that will be devoted to this project. Be aware of overtime costs and bargaining unit contracts. Time and attendance records must be maintained. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

B. Contracted Services - Provide a description of the product or service to be procured by contract and an estimate of the not to exceed cost.

C. Equipment – Equipment must be necessary to the project. Excessive equipment is considered as a reason to deny a proposal. Any expendable supplies must be included under **Operating Expenses**. Items costing less than \$1,000 may be considered consumable supplies and should be budgeted as an operating expense.

D. Operating Expense – Expendable supplies, postage, printing, equipment under \$1,000, etc. (No indirect).

Unallowable Expenses

- Food expense
- Rent or Lease
- Telephones
- Insurance
- Confidential funds

Selection Criteria

All bidders are advised that each proposal will be evaluated based on its responsiveness to this RFP. Proposals will be reviewed for completeness, clarity and adherence to stated requirements. Proposals will be rated based on the selection criteria and in rank order from the highest to lowest. Selections will normally be made in rank order. However, to ensure availability for services, the Re-Entry Committee reserves the right to select lower-ranked proposals when warranted. Such selection of proposals shall be made at the sole discretion of the Re-Entry Subcommittee.

Evaluation Factors	Maximum Points
Diversity of services provided	10
Program management and capacity	20
Program design and service strategy	20
Linkage to other key partners	15
Knowledge of workforce environment	20
Budget	15
Total Points =	100

Budget Detail Worksheet

A. Personnel – Use title of position(s), no names	New Hire	% of Time on Project	Amount funded by Agency/Organization	Federal Amount requested in this proposal
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
TOTAL				

B. Contract Services	Amount funded by Agency/Organization	Amount
TOTAL		

C. Travel	Amount funded by Agency/Organization	Amount
TOTAL		

D. Equipment	Amount funded by Agency/Organization	Amount
TOTAL		

E. Operating Expenses	Amount funded by Agency/Organization	Amount
TOTAL		

BUDGET SUMMARY

Category	Amount funded by Agency/Organization	Amount requested Anti Crime Prevention
A. Personnel <i>(New hires and existing employees)</i>		
B. Contractual Services		
C. Travel		
D. Equipment		
E. Operating Expenses		
TOTAL		

Budget Narrative

INSTRUCTIONS: In each appropriate box, provide a narrative description of the funding requested in each category. **As you type down the box will expand to accommodate your text.**

Personnel

Contracted Services

Travel

Equipment (Expendable supplies must be included under Operating Expenses.)

Operating Expenses

APPLICATION SIGNATURE PAGE AND AGREEMENT

AGREEMENT

As a recipient of Southern District of Indiana **Comprehensive Anti-Gang Initiative** funding, my agency agrees to abide by all the regulations related to the federally funded initiatives. We further agree to complete all program reports required by Southern District of Indiana **Comprehensive Anti-Gang Initiative** in a timely manner. We agree not to discriminate against any participant on the basis of age, gender, religion or ethnic heritage. We understand our agency may be audited as a result of receiving Southern District of Indiana Comprehensive Anti-Gang Initiative funds. We also understand that Southern District of Indiana Comprehensive Anti-Gang Initiative is issued on a reimbursable basis, based on properly submitted supporting documentation.

Applicant Agency/Organization's Authorized Official			
Name Printed:		Title:	
Signature:		Date:	
Agency:			

Fiscal Agent/Organization's Authorized Official			
Name Printed:		Title:	
Signature:		Date:	
Agency:			